

Message Text

PAGE 01 STATE 025148

21

ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 (ISO) R

DRAFTED BY S/S-S:CBRODY:TAW

APPROVED BY S/S-S:REWOODS

ARA:MMAH

S/S - MR. ORTIZ

----- 026191

R 022030Z FEB 76

FM SECSTATE WASHDC

TO AMEMBASSY BRASILIA

AMEMBASSY CARACAS

AMEMBASSY LIMA

AMEMBASSY SAN JOSE

AMCONSUL RIO DE JANEIRO

LIMITED OFFICIAL USE STATE 025148

EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE-
MENTS

EXDIS CAPTION CAN BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUP-
PORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE
CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIRE-
MENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S
RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF
BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING
LIMITED OFFICIAL USE
LIMITED OFFICIAL USE

PAGE 02 STATE 025148

ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO
AND SECRETARY WILL

ARRIVE ABOARD THE SECRETARY'S AIRCRAFT.
AN S/S ADVANCE TEAM WILL PRECEDE THE SECRETARY'S ARRIVAL.
NAMES AND ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO ENSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER.

PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S. THIS CAN EASILY BE DONE BY ASKING C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD CONTINUE TO REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 025148

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRESIDENT AND/OR PRIME MINISTER AND FOREIGN MINISTER (DEPENDING ON POSY'S JUDGMENT). DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CARE-

FULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500.

PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. A ONE- OR TWO-SENTENCE SUMMARY OF EACH STORY SHOULD BE TYPED ON THREE BY FIVE INCH NOTEPAPER AND ATTACHED TO FIRST PAGE OF EACH STORY ON ONE PACKAGE ONLY. SUMMARIES SHOULD STRESS NEW DEVELOPMENTS OR HIGHLIGHT COMMENT OR OPINION. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE (SEPTEL).

6. REMOVE EXDIS CAPTION UPON PUBLIC ANNOUNCEMENT OF TRIP.

INGEROLL

LIMITED OFFICIAL USE

NNN

Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 02 FEB 1976
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: morefirh
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE025148
Document Source: CORE
Document Unique ID: 00
Drafter: S:CBRODY:TAW
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760042-1038
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760282/aaaaculm.tel
Line Count: 141
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: morefirh
Review Comment: n/a
Review Content Flags:
Review Date: 12 JUL 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <12 JUL 2004 by SmithRJ>; APPROVED <13 JUL 2004 by morefirh>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- MENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: BOGOTA
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006